

**BUDGET PREPARATION CALENDAR**

<b>DATE*</b>	<b>DAY</b>	<b>ACTION</b>
July 1, 2009	Wednesday	Fiscal Year 2009-2010 begins.
August 10, 2009	Monday	Capital Improvement Program Budget guidelines distributed.
October 1, 2009	Thursday	Departments submit their 2010-2019 Capital Improvement Program project proposals.
December 17, 2009	Thursday	Department Heads submit revenue estimates to the Finance Department.
January 4, 2010	Monday	Elected and Appointed Officials and Department Heads submit final budget requests to Management and Budget.
February 1, 2010 - April 1, 2010	Monday- Thursday	The Mayor and Department Heads hold budget hearings on City Department's budget requests.
April 8, 2010	Thursday	Board of Education holds public hearing on 2010-2011 Submitted Budget.
April 19, 2010	Monday	Mayor submits the Mayor's 2010-2011 Recommended Budget to the Court of Common Council through the Town & City Clerk.
April 27, 2010	Tuesday	Court of Common Council holds public hearings on the Mayor's Recommended Budget no less than seven days and no more than ten days after submission.
May 10, 2010	Monday	Council recesses their regular meeting to reconvene at a time to be determined.
May 11, 2010 - May 18, 2010	Tuesday- Tuesday	Council reconvenes to begin budget deliberations.
May 21, 2010	Friday	The last day for Council to amend the Mayor's Budget for submission back to the Mayor.
May 31, 2010	Monday	Last day for the Court of Common Council to adopt the Budget, Appropriation Ordinance and Tax Levy Ordinance. Otherwise the Budget as certified by the Mayor shall be deemed to be the Adopted Budget.
June 30, 2010	Wednesday	End of Fiscal Year 2009-2010.

**\*All dates are subject to change**